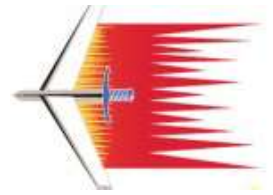




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2022-31

Open: 1 MAR22 Closes: 30 MAR 22

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
AVIATION RESOURCE MGR	1C092	E7-E8	0107180134

ADVERTISE: Nationwide

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Operations Support Squadron

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
SMSgt Bill E Prather	BILLY.PRATHER@US.AF.MIL	704-398-4845	231-4845

DUTIES AND RESPONSIBILITIES

Interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, (parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard unit. Determines eligibility and prepares Military Pay Orders authorizing awarding or recoupment of incentive pay actions based on Department of Defense regulations, Air Force Instructions and all governing laws. Develops validation processes to determine if assigned aircrew members meet incentive pay requirements in accordance with (IAW) various Department of Defense (DoD) and Air Force (AF) Regulations; reconciles ARMS records by comparing against documentation from Finance and Maintenance Operations Control; and ensures incentive pay entitlements are processed and reviewed and reconciled IAW established public laws. Advises aircrew members when pay entitlements change. Provides accurate and timely historical incentive pay records to the Air Force Audit Agency and Federal Aviation Authority (FAA) upon official request. Controls, and monitors the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Receives direction and coordinates aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FSC). Researches, validates, and interprets Air Force Instruction (AFI) Mission Design Series (MDS) specific medical and physiological requirements and flying and ground training requirements; and compares with higher headquarters mission training requirements to create the ARMS training table. Translates these requirements into aircrew training tables, profiles, reports, etc., and utilizes products to provide information to aircrew, senior leadership, training coordinators, commanders, and outside sources to include Numbered Air Force (NAF), Major Commands (MAJCOM), and Headquarters (HQ) U.S. Air Force (USAF) to show training requirements, overall training objectives, and accomplishments. Manages Wing Flying Hour Program by developing procedures for accurate and timely processing of flying hours and verifies accuracy with Logistics Group personnel to determine inventories of assigned, projected, available, and actual expenditure of hours. Develops and provides information and reports to reflect training accomplishments, pending training requirements, cost for flying hours expended and how this impacts year end goals for training and flying hours budget. Develops and executes procedures or checklists for in processing, out processing, auditing and self-inspections of flight record folders for all aviators to include written go-no-go procedures, pre-mission, and post-mission review; recording aircrew and aircraft flying hour data; and determining aviation service action for attached and assigned flying personnel as it directly affects mission accomplishment and safety of flight. Reviews a variety of documentation and ensures aviation personnel are assigned to the proper Aviation Position Indicator and verifies these indicators are mirrored on several Unit Manning Documents (UMD) including State Headquarters, Fighter Wing, Medical Squadron, Operations Group and Fighter Squadron. Authenticates and publishes aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirement to perform operational flying or jump duties and awards aeronautical ratings, aviation badges; and assigns the appropriate aircraft Mission Design Series. Develops database queries to assist in identification of suspense actions or actions requested by senior leadership to include promotion boards, disciplinary boards, or commander specific requirements. Determines eligibility for aeronautical ratings in accordance with several Department of Defense guidelines and instructions. Determines the requirements to build Flight Evaluation, and Career Enlisted Aviator Aircrew Evaluation Board packages for higher headquarters coordination and approval. Develops and maintains procedures with outside agencies (i.e. FAA, Office of Special Investigation (OSI), etc.) to validate that aircrew medical requirements are in compliance and accomplished in accordance with appropriate Air Force Instruction. Provides individual aircrew aviation service and historical data to requesting civilian and federal agencies for several purposes to include aircraft accident investigations and the intent to hire purposes under FAA guidelines and according to the Pilot Records Improvement Act of 1996. Writes and revises several independent local operating instructions including Aircraft Accident Procedures. Coordinates matters with NGB, HQ MAJCOM, and service organizations staff personnel to obtain clarification or recommend changes to instructions and procedures. Serves as the wing focal point for aviation service actions for upward reporting. Develops and implements unique applications programs using base-level computers to meet the specific needs of the unit. Designs, develops, and modifies reports using System Query Language (SQL), locally developed computer programs, or ad hoc queries to provide management with data retrieved through selective manipulation of the database. Analyzes management report products to determine program adequacy and accuracy, negative trends, and initiates corrective actions. Performs the testing, and evaluation of new ARMS patches, updates, or releases and performs the installation of ARMS on computers for new users or on replacement equipment. Communicates with Air Force Major Command points of contact regarding

ARMS updates for problems or desired changes to system and to ensure ANG use of the ARMS program is compatible with the AF standards, i.e., aviation objectives, policies, plans, and concepts. Ensures that use of additional software products meet requirements for interfacing with Personnel, Finance, Medical, Maintenance, and Airfield Management as well as ARMS; are consistent with the management of the ARMS system; and cost effective for the intended use. Trouble shoots and recognizes system related problems, their possible causes, and repairs or requests system repairs to the proper authority or DoD agencies. Performs system hardware and software upgrades when required for ARMS data systems to ensure all users maintain minimum requirements. Establishes or modifies local operation procedures for providing data automation support through coordination with host Information Processing Center (IPC) and various users. Maintains, controls, and assigns security levels to users to ensure security of the database. Ensures all Standard Systems Group modifications and changes are implemented into ARMS in compliance with the base-level ANG requirements. Coordinates with the ARMS Working Group (AWG) and communications personnel to keep the system in compliance with AF standards and requirements. Maintains liaison with Local Area Network managers to ensure the proper use of computer systems. Writes and submits data automation enhancement, system maintenance, and deficiency reports to appropriate organization or agency. Reviews governing directives, policies, instructions, manuals, system databases, file structures and outside sources to analyze and resolve various system problems and develop processes to implement and verify aviation service eligibility. Performs Flight Services Specialist work within the Air Operations Division which is responsible for coordinating and maintaining liaisons with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. Works independently to provide aircrews with information and assistance for planning and conducting safe flight operations. Provides preflight briefings to military and civilian aircrews, reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DoD and International Civil Aviation Organization directives, provides flight following as required on all flight plans and briefs Notices to Airmen (NOTAMS) as required prior to flight. Communicates with in-flight aircrew through use of UHF/VHF communications, to provide information regarding flight plans, clearances, advisories on local, en-route, and destination airfield conditions. Coordinates and schedules use of special military airspace including air refueling areas, military operating areas, and landing and drop zones. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft. Coordinates and performs foreign object debris inspections on taxiing and parking areas. As required, activates secondary crash phone network for aircraft accidents, and in-flight/ground emergencies. Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: E7-E8
MUST BE FULLY QUALIFIED 1C072 and have completed Advanced Aviation Resource Management Course and hold and SEI Code 066
Must be Chief Host Aviation Resource Manager (CHARM) qualified.
Position will not be available prior to 1 AUG 22

SPECIAL CONSIDERATIONS

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. Applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members.
9. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
10. Must have adjudicated Security Clearance before starting tour.
11. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Version dated Nov 2013 (Completed and Signed)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP)
3. ARCNet Readiness print out. (which will includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from myFitness
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Announcement Number, Last name, First name, Grade

Email ENCRYPTPTED Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.